



Permit #F00145235

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00145235

Type of Permit: FILMING

Release Date: 12/04/2018

Production Company COLUMBIA COLLEGE
HOLLYWOOD

Insured Company COLUMBIA COLLEGE
Name HOLLYWOOD

Contact Phone No. 1 818-345-8414

Contact Phone No. 2

Fax

Address 18618 OXNARD STREET
TARZANA, California 91356

Production Title SECRET SANTA

Type of Production Student

Producer Samantha Burgos

Director Juan Santillan

1st AD Starr Avalos

Production Manager Juan Santillan

FilmL.A. Coordinator Angel Miranda

Location Manager Juan Santillan

Primary Phone Mobile - 626-587-1252

Secondary Phone

Location Assistant Emilea Pennington

Primary Phone Mobile - 931-303-6738

Secondary Phone

Fees

FILMLA NON-REFUNDABLE STUDENT PERMIT FEE \$26.00
SIMPLE

Total Permit Fee \$26.00

Number of Locations 1



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Summary Information**Location****Location 1 of 1****Page 1 of 2**

Permit Number	F00145235	Location Manager	Juan Santillan
Production Company	COLUMBIA COLLEGE HOLLYWOOD	Primary Phone	Mobile - 626-587-1252
Insured Company	COLUMBIA COLLEGE HOLLYWOOD	Secondary Phone	
Production Title	SECRET SANTA		

Location Address 19015 Kittridge St, Los Angeles, CA, 91335**Location Type** Apartment Building**Film Dates** 11/27/2018 - 11/27/2018 07:00 - 16:00 1 day**Open or Closed to the Public** Open

Generic Conditions *LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.
All vehicles must be parked on private property
Must maintain local/emergency access
No cast or crew parking on area streets

Please see attached document COLUMBIA COLLEGE--SECRET SANTA --STUDENT LETTER.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	Cast/Crew vehicles	2		Cast	3
				Crew	8
				Spot Check	1

Filming Activities Camera on sticks; Interior dialogue and establishing shots; Interior film activities confined to unit; 96 only; Camera, equipment and film activities on private property only – no public sidewalk and/or street activities;

Jurisdiction **Political:** Los Angeles City - Council District 03**Police:** Los Angeles Police Department**Fire:** Los Angeles City**Thomas Guide** **Page:** 530**Grid:** G6**Approvals** LOS ANGELES CITY POLICE DEPARTMENT

Irene Martinez

Coordinator Note BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.



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Summary Information**Location****Location 1 of 1****Page 2 of 2**

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Coordinator Note ABSOLUTELY NO CABLING OR STORING EQUIPMENT IN HALLWAYS, STAIRWAYS, DOORWAYS, EMERGENCY EXITS, ELEVATORS AND/OR ELEVATOR EXITS AND COMMON AREAS.

Coordinator Note ABSOLUTELY NO BLOCKING OR COMPROMISING HALLWAYS, STAIRWAYS, DOORWAYS, EMERGENCY EXITS, ELEVATORS AND/OR ELEVATOR EXITS AND COMMON AREAS.

Coordinator Note IT IS THE FILMMAKER'S SOLE RESPONSIBILITY TO OBTAIN PERMISSION FROM THE PROPERTY OWNER/MANAGER FOR PRIVATE PROPERTY USAGE.

Parking Base Camp

Location Type : Filming Location

Crew Parking

Location Type : Filming Location

Parking Notes

BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.



To Whom It May Concern:

Juan Santillan is a student enrolled in good standing at Columbia College Hollywood and he is currently shooting a school project. As the VP of Student Affairs, I can attest that he is well trained in both production and safety techniques, as well as having a deep level of respect for actors and crew on a set.

The College does cover \$2 million in damage and liability, save a \$1,000 deductible, which is the responsibility of the individual students, should the need arise. Per the guidelines of our College, this project is not being made for commercial profit of any kind, and as is the case with many student films, the project is being shot on a no-frills budget. Therefore, we hope you can give Juan any aid possible with his upcoming film.

If you need further verification, please do not hesitate to contact me directly at kparker@columbiacollege.edu

Sincerely,

A handwritten signature in black ink that reads "Kelly Parker". The signature is fluid and cursive, with the first name "Kelly" and last name "Parker" clearly distinguishable.

Kelly Parker
VP, Student Affairs

STUDENT

**Juan
Santillan**



**COLUMBIA COLLEGE HOLLYWOOD
18618 OXNARD ST. LOS ANGELES , CA
COLUMBIACOLLEGE.EDU 1-800-785-0585**